

Brook Hill United Methodist Church

Office Administrator

Job Overview

Brook Hill United Methodist Church (BHUMC) in Frederick, Maryland is currently looking for an Office Administrator to join our staff. This position is responsible for the management of the church office and requires a strong work ethic as well as general business skills including computer literacy and knowledge of computer programs, filing, organization, and operation of office machinery. Other necessary skills include attentiveness, time management, ability to multitask and proper telephone and inter-personal etiquette.

As a staff member of the church, the Office Administrator plays a key role in creating a positive first impression through their attitude and personal presentation, shaping the initial experience of those who enter the church. Therefore, a professional appearance and demeanor are important. The Office Administrator is expected to maintain confidentiality and must handle confidential information with discretion and integrity.

Qualifications

- Because of the nature and uniqueness of the Church in the life of society, the Office Administrator should be a committed Christian (church membership specifically at Brook Hill, or any other Methodist church, is not required).
- A minimum of four years of administrative experience, preferably with at least some experience within a church setting.
- **Strong Organizational Skills** – Ability to manage multiple tasks, maintain schedules, and ensure smooth day-to-day operations of the church office.
- **Excellent Communication Skills** – Proficiency in verbal and written communication, with the ability to interact with church members, staff, and visitors in a friendly, clear, and professional manner.
- **Attention to Detail** – Ensuring accuracy in administrative tasks such as scheduling, record-keeping, and correspondence.
- **Problem-Solving Skills** – Ability to think on your feet and handle unexpected situations effectively.
- **Teamwork and Collaboration** – Ability to work well with other staff members, volunteers, and church leadership to achieve the church's goals.
- **Flexibility and Adaptability** – Willingness to adjust to the varying needs of the church, which may include seasonal activities or special events.

These qualifications ensure the office runs efficiently while fostering a welcoming and organized environment for everyone who visits the church.

Responsibilities and Essential Duties

The Office Administrator at BHUMC:

- Provides administrative support to the Pastor(s).
- Serves as coordinator within the life of the church by maintaining the church calendar and coordinating the activities of church committees, board meetings, and other activities. Responsible as well for coordinating the use of church facilities by outside groups and ensuring that church policies are understood and followed by all involved.
- Attends all weekly worship debrief and staff meetings.
- Performs clerical duties necessary for preparation and processing of weekly worship and special service bulletins and service-associated documents.
- Maintains the keyless entry access system for building security.
- Assists the church Treasurer by reviewing and coding invoices received for payment.
- Creates and distributes weekly church email communications.
- Maintains inventory of office supplies and coordinate service for office equipment.
- Assists Pastor(s) in creating the administrative budget.
- Monitors the overall performance of administrative budget.
- Assists Pastor(s) with compilation and data entry of Charge Conference Reports as well as Statistical Reports utilizing the Baltimore-Washington Conference web-based program.
- Processes outgoing mail and completes internal distribution of mail received.
- Maintains working digital and physical files and/or create new ones as required.
- Communicates with custodial staff regarding logistics of any church or outside event as necessary.
- Coordinates with appropriate staff when scheduling routine inspections (i.e. elevator; kitchen hood system; fire extinguishers; etc.).
- Maintains the church Connect Wall bulletin board.
- Assists other church office staff and committee chairs in the function of their duties as needed.
- Assists with other duties as assigned.

Office Skills

The Office Administrator at BHUMC should be proficient with these typical business tools:

- Microsoft Suite (at a minimum - Teams, SharePoint, Outlook, OneDrive, Word, Excel, Publisher)
- MailChimp or Constant Contact email platforms.
- Canva graphic design software helpful but not required.

General Information:

Job Type: Full Time. The Office Administrator reports to the Lead Pastor and indirectly to the Staff Parish Relations Committee.

Salary Range: \$35,500 to \$39,950- determined by experience and paid bi-weekly (26 pay periods per year)

Schedule: 35 hours/week, all on-site at BHUMC in Frederick, MD, consisting of Monday through Friday, 9:00am to 4:00pm, with 30 minutes for lunch.

Benefits:

- 10 Paid Holidays
- Paid Time Off- 84 hours of PTO per year for the first two years, increasing with additional years of service.
- As an employee of BHUMC working more than 30 hours per week, the following benefits are optionally available from the Baltimore-Washington Conference of the United Methodist Church, through (mostly) employee-paid premiums:
 - Medical, Dental, Vision and Prescription plans
 - Flexible Spending Accounts. Health Savings Account
 - Self-funded, fully vested UMPIP pension benefit

Staff at Brook Hill U.M.C. must adhere to all personnel policies including Safe Sanctuaries and agree to participate in an immediate and reoccurring criminal background check.

Submit resumes or inquiries by e-mail to Matt Hillard, SPRC Chairperson, at BrookHill@bhumc.org. Position will remain open until May 10th, unless it is filled earlier.

About Brook Hill U.M.C.

Brook Hill United Methodist Church is a welcoming faith community committed to worship, spiritual growth, and community outreach. Offering both informal and traditional Sunday services, BHUMC provides ministries for all ages, including children, youth, adults, and special needs individuals. The church is active in outreach programs, Hispanic–Latino ministry, and music ministry, fostering inclusivity and service. Led by a dedicated pastoral team, BHUMC also supports a highly accredited preschool and active Scout troops. With a strong focus on faith-based education and engagement, the church continues to be a hub for worship, fellowship, and service in the community.